

WIGGIN MEMORIAL LIBRARY
COLLECTION DEVELOPMENT POLICY
for the selection and maintenance of materials

A. Principles:

The Wiggin Memorial Library recognizes its responsibility to provide open access to the widest possible range of ideas and information for its library users. To that end:

1. The Library Board of Trustees endorses the Library Bill of Rights, Freedom to Read Statement, and the various interpretations of these as set down by the American Library Association.
2. The Library Board of Trustees pledges to maintain the confidentiality of all who use the library in accordance with state law, and to refuse any attempts unsupported by legal subpoena or warrant by individuals or institutions to break that confidentiality.
3. The Library Board of Trustees believes that reading, listening, and viewing are individual, private matters. To ensure that all are free to select or reject materials of their choice, the freedom of others to read or inquire will not be restricted. Parents and guardians have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children. The library does not stand “in loco parentis” (in the place of the parent).

B. The Selection Policy for library materials shall be as follows:

1. The library collection will be selected and maintained to provide materials for the interest, information and enlightenment of all the people of Stratham. Materials should not be excluded because of the origin, background or views of those contributing to their creation. Due regard should be given for library user differences in reading ability, education, and interest. Materials to satisfy highly specialized interests with a demonstrated community demand may be purchased within the restrictions of the budget.
2. The library should actively seek to supplement its collection with materials from interlibrary loan when practical.

C. Selection Authority and Guidelines:

1. The selection of books and non-book materials remains under the final authority of the Library Board of Trustees. That authority is delegated to the Library Director who may authorize members of the staff who are qualified by reason of education and training to select materials. Materials will be selected on a regular basis, preferably adding new titles each month. The board is deemed responsible for selecting such library acquisitions.
2. Factors to be considered in adding materials to the library collection shall include:
 - a. Present collection composition
 - b. Collection development objectives¹
 - c. Interest
 - d. Demand
 - e. Timeliness
 - f. Audience
 - g. Diversity of viewpoint
 - h. Scientific accuracyLibrarians will consult reliable review media when selecting materials for purchase; they will give weight to national, local, and international awards in the selection process as a means of objectively determining the import of materials.

¹ As set out in the library’s strategic plans and collection development plan forms

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3. No materials will be excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. The library favors no viewpoint.
4. The library encourages public suggestion of items and subjects to be considered for inclusion in the collection. Books and other materials will be accepted as gifts, subject to the approval of the Library Director, with the condition that the library is free to make any disposition of such materials as the library chooses. Gift items may be marked with an appropriate bookplate or special collections may be created.
5. The collection will not include forms of expression unprotected by the First Amendment.

D. Book Withdrawal Policy:

The withdrawal of items from the library collection should be based on the following guidelines:

1. To remove physically damaged items.
2. To eliminate items containing obsolete information.
3. To remove duplicate copies of items that are no longer in demand, eliminating those most physically worn.
4. To consider for withdrawal items not circulated for several years.

E. Disposition of Withdrawn Items:

The Library Director with assistance of the staff will make final decisions regarding disposition of items withdrawn from the collection. All items will be stamped "Discard" over ownership marks. Such withdrawals may be sold at book sales held by the library, donated to other libraries or non-profit organizations, or disposed of by other appropriate means.

F. Objection to Materials:

The Wiggins Memorial Library Board of Trustees recognizes the right of individuals in the community to question the presence or handling of materials in the library collection. Stratham residents wishing to express such concerns to the Board will be heard as follows:

1. The librarian or staff member involved will listen to the individual in a concerned manner but will not attempt to defend the material.
2. The librarian or staff member involved will offer the individual a "Request for Reconsideration of Library Materials" form and a copy of this policy. The form is to be filled out in full by the individual and returned to the Library Director. The library will consider no objections until this procedure is followed.
3. The Library Director will submit the completed form with his/her opinion on the item(s) in question to the Library Board of Trustees, who will review the item(s) to determine if the questioned material meets the criteria of this policy. A written reply will be sent to the concerned individual. Individual residents of Stratham, who wish to express concerns to the Library Board about the materials in question, will be heard during a regular meeting of the Library Board of Trustees under the agenda item, "Guests."

G. Access:

1. All materials except for loose documents² and library staff reference tools will be shelved in their proper order on open shelves or on displays freely and easily accessible to all library users. All library users are free to select or reject for themselves any item in the collection.

² ie: ephemera kept for patron information and reference

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Individual or group prejudice about a particular item in the collection may not preclude its use by others.

2. Although juvenile materials are kept together to facilitate use, children are not limited to using the juvenile collection. The Library Board of Trustees reiterates that responsibility for a child's reading must rest with the parent or guardian, not the library. Parents who would rather their children not have access to certain materials should so advise their children.

H. Related Documents:

1. Library Bill of Rights
2. Freedom to Read Statement
3. Request for Reconsideration of Library Materials form
4. Wiggin Memorial Library Collection Development Process outline
5. Wiggin Memorial Library Collection Evaluation Summary form
6. Wiggin Memorial Library Collection Development Plan form

Signatures of the Board of Trustees indicates adoption of this policy.

_____, Trustee Date:_____

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